

VACANCY NOTICE**FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT**

Description of Position	TITLE OF POSITION:	Prin. Community Development Training Spec.	CLASSIFICATION CODE:	02860400
	SALARY RANGE:	Gr. 329A \$53498-60184	REFERENCE POSITION NO.:	1131-50601-01
	Department or Agency Name	Health	APPLICATION PERIOD:	2/26/13 to 3/4/13
	Division/Section/Unit	CFHE	GRACE PERIOD ENDS	3/7/2013 4:00 PM
	Assignment(s) / Comments			
	Shift and Days:	M-F; 8:30 am to 4:30 pm; non standard/non exempt	Job Location:	Providence, RI
	Restrictions/Limitations: Limited to 12/30/2015 Federal Funds & Restricted to LTPS 12/29/13- subject to return of the incumbent			
	Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No <u> </u>			
	Name of Bargaining Unit Union: PSA/NEA RI DOH			
	There is <u> </u> is not <u>X</u> a Civil Service List for this position See A/B or Both for Specific Instructions			
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.				
General Information to Candidate	INSTRUCTIONS:			
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.			
	Most Important - Please include the following information:			
	• The title of the position for which you are applying		• Name of department where you are currently employed	
	• Title of your present position and date you entered it		• Your business telephone number	
	• Date you entered State service		• Present Union Affiliations	
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.			
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:			
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.			
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:			
• Reasonable Accommodations:				
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.				
• Medical Information:				
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).				
Statement of Duties	DUTIES / RESPONSIBILITIES:			
	This position will assist in the development, management and evaluation of the Family Planning programs; to monitor quality improvement activities; to monitor data management; to complete data reports as required by federal reporting requirements; to provide training and technical assistance to contracted agencies; to provide budget, contract, and grant management; will work with the Center for Health Data and Analysis at the Department of Health and community partners to oversee the data collection, analysis and reporting of all project activities and to do related work as required.			
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:			
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)			
	Education: Such as may have been gained through: possession of a Bachelor's Degree in Planning, Public Administration, Social Science, Education, or in a related field from a recognized school of higher learning; and Experience: Such as may have been gained through: considerable employment in a responsible position in the planning and development of training programs and courses. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.			
	Job description available at: http://www.hr.ri.gov/classification/descriptions/jobspecs.php			
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:			
	Sandra DaRocha OHHS Human Resources Service Center Benjamin Rush Bldg., 2nd floor 55 Howard Ave. Cranston, RI 02920		Fax and e-mail bids will no longer be accepted TTY/TDD # <u>711</u> (Telecommunication Device for the Deaf)	

**STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER**